

John Doe
123 Main Street
City, State 11111
email@email.com
555-555-5555

OBJECTIVE

To obtain a full time position that would provide an opportunity to demonstrate my skills, abilities, and knowledge. To be an asset to my employer, thus enabling me to contribute to the growth and vitality of the company.

EDUCATION

Bachelor of Arts, May 1979 /Graduate School Toward
Master of Arts, May 1980
State University, City, State
Major: Communications

WORK EXPERIENCE

General Manager/Property Manager 1993-January 2010
ABC Company, City, State
HUD Subsidized Low Income for Elderly & Mentally Disabled

Maintained a successful occupancy rate of 98.5%.
Achieved a tenant rent collection of 97% per month.
Coordinated unit marketing and advertising.
Oversaw the accounts payable, accounts, receivable and the bank deposits.
Supervised 11 employees and executed the hiring which involved applicant screening, criminal and credit checks.
Assisted in tenant re-certifications and conducted housing inspections.
Executed lease renewals and landlord verifications.
Efficiently handled the execution of tax returns, purchasing maintenance, and contracts.
Working Closely with Case workers on Medications for Tenants
And getting them probated when needed to a medical facility

SPECIAL SKILLS

Experience in using One Site and HUD Manager.
Knowledgeable with the HUD hand book 4350.
Experienced in Employment Income Verification and First Advantage Safe Rent.

AFFILIATIONS

Inductee in High School "Sports Hall of Fame"
Litter control and recycling volunteer.
Sigma Alpha Epsilon Alumni

REFERENCES Available upon request